

*Date*

*Name of IRA administrator*

*Address*

*City, State ZIP*

RE: Request for Charitable Distribution from IRA

Dear Sir or Madam:

Please accept this letter as my request to make a direct qualified charitable distribution from my Individual Retirement Account # \_\_\_\_\_ as provided for by the Consolidated Appropriations Act of 2016 and Sec. 408(d)(8) of the Internal Revenue Code of 1986.

Please issue a check in the amount of \$ \_\_\_\_\_, payable to *Musical Theater Heritage* and mail it to:

Musical Theater Heritage  
2450 Grand Blvd, #300  
Kansas City, MO 64108  
Federal Tax ID Number: 43-1828531

In your transmittal to Musical Theater Heritage, please include my name and address as the donor of record in connection with this distribution and copy me on the transmittal at the address below.

It is my intention that this gift complies with IRC 408(d)(8). It is also my intention to have this transfer qualify during the 2019 tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 2019.

If you have any questions or concerns regarding this request, I can be reached at

\_\_\_\_\_.

Thank you for your prompt assistance in this matter.

Sincerely,

*Your Name*

*Your Address*

*City, State Zip*

*Your phone number*